

NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS - MEMBERSHIP PROCEDURES -

Schools seeking initial membership in the NAAS shall:

1. Submit an official application form with required fee to the office of the Executive Director:

Dr. David Steadman
Boise State University
1910 University Dr.
Boise, ID 83725-1060
(208) 426-5727

The NAAS accreditation application, as well as the NAAS standards, is located at URL address:

<http://www2.boisestate.edu/nasc>

- Click on "Application" to access the application form
- Click on "Annual Reports and Standards," then select the "Word" format to access the *Annual Report to the Northwest Association of Accredited Schools*, which contains the NAAS standards.

Please note that the Idaho deadline to be considered for NAAS accreditation for the upcoming school year is **July 1**. The NAAS office will send a copy of the application to the Idaho State NAAS Accreditation Committee for their information so that the Idaho State Chair can schedule a candidacy site visit. Committee members will be assigned to visit your school for candidacy consideration prior to October. At the time of this initial visit, you should be meeting or nearly meeting all of the standards. Visiting members will report their findings and recommendations to the committee at the annual fall meeting.

2. Undergo a preliminary site visit by representatives of the Idaho NAAS State Accreditation Committee prior to October 15 of the year application is made.

The purpose of the preliminary site visit is to establish eligibility for candidacy by appraising the quality and comprehensiveness of the school's educational program. If the preliminary visit determines that the school has in place a quality and comprehensive educational program and meets the standards of the NAAS, or has the capacity to meet them within three years, the Idaho NAAS State Accreditation Committee will grant candidacy status. Candidacy status lasts for three years.

3. Complete the annual online accreditation report to the Idaho Department of Education by October 15. Do not submit the *Annual Report to the Northwest Association of Accredited Schools* as instructed on the NAAS website. Idaho combines its state and NAAS reporting into a single online report for the convenience of NAAS member schools that must also be state-accredited.
4. Make payment of the school's annual dues to the NAAS Executive Director's office. Dues statements will be mailed to all newly admitted members after the annual business meeting of the NAAS Commission in December.

If you have further questions or need assistance, please contact:

Mary Hoyle, NAAS Executive Secretary
Idaho Department of Education
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(208) 332-6942
MAHoyle@sde.idaho.gov